

Sandfoss, Kristina

From: Callewaert, Michael
Sent: Monday, June 25, 2018 5:48 PM
To: Callewaert, Michael
Subject: FW: Sample Superior Qualifications Memo

From: Callewaert, Michael
Sent: Tuesday, November 29, 2016 10:55 AM
To: Wright, John <wright.john@epa.gov>
Subject: RE: Sample Superior Qualifications Memo

I understand, but I need to know that information; e.g., his current salary and the grade/step level we can offer. I thought since the position is a 11/12/13 that he had to begin somewhere in the 11 salary range?

I believe Ruth is the ultimate decider on the starting salary, but again need to know what Robert is currently earning and whether he has to start somewhere in the 11 range.

Thanks.

From: Wright, John
Sent: Tuesday, November 29, 2016 10:28 AM
To: Callewaert, Michael <Callewaert.Michael@epa.gov>
Subject: RE: Sample Superior Qualifications Memo

The highest grade he can go is 13, step is really incumbent on what his current salary is and how much he is willing to come down or what is commensurate with current salary. i.e. GS-13 step 1 – he won't take but if he'll take a step 6 and that is equal or less than what he makes currently then you shouldn't go any higher than step 6.

From: Callewaert, Michael
Sent: Tuesday, November 29, 2016 9:48 AM
To: Wright, John <wright.john@epa.gov>
Subject: RE: Sample Superior Qualifications Memo

Thanks, so what grade/step level are we looking to bring Robert on as (see 1st para.)? There's also a sentence on the last page that discusses current salary, don't know what Robert currently earns (see last para.).

From: Wright, John
Sent: Tuesday, November 29, 2016 8:59 AM
To: Callewaert, Michael <Callewaert.Michael@epa.gov>
Subject: FW: Sample Superior Qualifications Memo

Hi Mike,

Please complete this memo on behalf of Mr. Rounsley in order to bring him aboard.

Thanks,

John

From: Phillips, Charles
Sent: Tuesday, November 29, 2016 8:49 AM
To: Wright, John <wright.john@epa.gov>
Cc: Roache, Brendan <Roache.Brendan@epa.gov>
Subject: Sample Superior Qualifications Memo

John,

Attached is a sample of a Superior Qualification Memo. You can utilize this to create the memo for Mr. Rounsley. Appointments above the minimum pay may be based upon the candidate's superior qualifications. The may also be based upon the special need of EPA for candidate's services. The memo is required to accompany addition documents for approval submission. Any questions, don't hesitate to contact me.

Charles Phillips
HR Specialist
919-541-1393 - Phone
919-541-2186 – Fax

"You can only be great at the things you're willing to sacrifice for."



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